

Job Title: Project Manager – Moorhead Cultural Mall Development

Department: Business Development

Reports to: Executive Director

Status: Full-time (40 hours/week)

Location: Moorhead, MN

Position Overview:

The Project Manager will oversee the planning, development, and construction of the Moorhead Cultural Mall (MCM). This role will focus on coordinating and managing all aspects of the initial setup, including the construction of the building, interior design, tenant fit-outs, and infrastructure needed to launch the mall as a business incubation hub. The Project Manager will work with the developer, architects, contractors, and IDC leadership to ensure that the project is completed on time, within budget, and to the highest standards. This position will play a critical role in creating a functional and welcoming space for immigrant and minority entrepreneurs.

Essential Duties and Responsibilities:

Project Coordination and Management (50%)

- Lead the project management of the Moorhead Cultural Mall's initial setup, from construction through interior development.
- Develop and manage detailed project timelines, milestones, and deliverables to ensure the completion of the mall development within scope, budget, and schedule.
- Act as the primary point of contact for all construction-related activities, ensuring clear communication and coordination between contractors, architects, and other stakeholders.
- Manage procurement of materials, contractor selection, and vendor coordination.
- Oversee the interior design and space planning to ensure the mall's spaces are functional for both business incubation and community events.

- Ensure that all construction and renovation work aligns with the project's budget, timeline, and quality standards.
- Monitor the construction process, resolving issues that arise and ensuring the work adheres to local building codes and regulations.

Facility Development and Setup (30%)

- Oversee the design and fit-out of retail and common spaces within the mall, ensuring each tenant space is functional, adaptable, and culturally appropriate for the intended businesses.
- Coordinate with vendors and contractors to ensure timely delivery of interior elements, including furniture, equipment, signage, and technology.
- Ensure that infrastructure is built to support the business incubation program, including broadband internet, shared office spaces, event areas, and communal spaces.
- Track facility-related risks and proactively manage these challenges through effective mitigation strategies.
- Ensure proper facility maintenance procedures are established and ready for ongoing operations after the project completion.

Budget and Financial Oversight (10%)

- Develop and manage project budgets, ensuring alignment with financial expectations.
- Track expenditures and provide regular updates on financial progress to the Executive Director and other stakeholders.
- Assist in identifying cost-saving opportunities during construction without compromising quality or timeline.
- Ensure that any grant or funding compliance requirements related to construction and development are met.

Stakeholder and Communication Management (10%)

- Coordinate with IDC leadership, developers, architects, and contractors to ensure smooth execution of the project.
- Maintain regular communication with key stakeholders to provide project updates, address concerns, and ensure all needs are met.

- Prepare and deliver status reports, presenting project progress, issues, and any adjustments to timelines or budgets.

Risk Management and Compliance (10%)

- Identify, assess, and mitigate risks associated with the development, construction, and setup phases of the project.
- Ensure compliance with all local zoning, health, and safety regulations during the construction and renovation process.
- Provide guidance on any necessary permits and ensure they are obtained in a timely manner.

Administrative Support (10%)

- Prepare and maintain all documentation related to the project, including contracts, design plans, budget reports, and meeting notes.
- Assist with tenant leasing, including coordinating the setup of lease agreements and space assignments as part of the project rollout.
- Help ensure that operational and maintenance schedules are in place prior to the mall's opening.

Qualifications:

Required:

- Bachelor's degree in Project Management, Construction Management, Business Administration, or a related field.
- 3+ years of experience in project management, construction, or facility development, preferably with experience in retail or community-focused projects.
- Strong knowledge of construction project management, including budgeting, scheduling, procurement, and risk management.
- Excellent communication skills, with the ability to liaise between contractors, vendors, leadership, and community partners.
- Strong organizational skills and attention to detail, particularly in managing multiple deadlines and deliverables.
- Ability to handle multiple priorities and complex tasks in a fast-paced environment.
- Familiarity with local zoning and construction codes and building permits.
- Valid driver's license and reliable transportation for occasional local travel.

Preferred:

- Experience managing large-scale construction or facility setup projects, particularly in a community or retail setting.
- Familiarity with business incubation or coworking space environments.
- Knowledge of small business development and community economic development principles.
- Bilingual skills in languages spoken by immigrant or refugee communities in the Fargo-Moorhead area.
- Experience with building interiors, including space planning, furnishings, and equipment setup.

Skills and Competencies:

- Strong project management skills, with an ability to manage timelines, budgets, and multiple stakeholders.
- High-level problem-solving, adaptability, and decision-making capabilities.
- Ability to work independently and as part of a team, coordinating with internal and external teams.
- Proficiency in Microsoft Office Suite, project management software (e.g., MS Project, Asana), and construction management tools.
- Excellent written and verbal communication skills, with the ability to present ideas clearly and persuasively.

Physical Requirements:

- Ability to work in an office and construction/retail space environment, with occasional travel required.
- Must be able to lift up to 20 pounds occasionally for event or facility setup.

Salary Range:

Competitive, based on experience.